



CUSTODIAN FLOATER/WAREHOUSE

Classification: Custodian

Location: Assigned Building

Reports to: Head Custodian/Custodial Operations Supervisor

FLSA Status: Non-Exempt

Bargaining Unit: SEIU

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

The custodian plays an essential role in maintaining the building and physical plant, and supporting a learning environment that promotes health, attitude and pride of students. In addition to regular building maintenance functions, the school custodian provides direct support to classroom teachers in set up and maintenance of furniture and equipment. The school custodian also serves as a role model for students by displaying a professional, courteous, and helpful nature. The custodian also plays a key role in assisting the needs of facility and community group users. Assists in campus security as necessary.

Part II: Supervision and Controls over the Work

Work is performed under the overall supervision of the custodial operations supervisor, and the day-to-day direction and instructions of the head custodian who assigns work and responsibilities, sets priorities, and inspects completed work. The custodian may also receive additional day-to-day direction from the school administrator(s).

The school custodian operates within district and school policies and procedures, and by applying acceptable custodial standards, Labor and Industry standards, and OSHA standards.

Part III: Major Duties and Responsibilities (depending on specific assignment)

Duties may include, but are not limited to:

1. Cleans and disinfect classrooms, offices, physical education areas, hallways, stairwells, health rooms, kitchens, lunchrooms, staff areas, restrooms, and other assigned areas.
2. Operates heat and circulation controls for automated HVAC system.
3. Sets up, takes down, and moves furniture and equipment for a variety of activities.

4. Performs in-depth cleaning of buildings and minor and routine maintenance activities during school breaks; assist maintenance workers and supervisor with special projects as directed.
5. Changes lights and perform other minor maintenance duties as needed.
6. Interacts with after-hours users, delivery personnel, and others, to provide safe and authorized access to building areas.
7. Secures doors, alarms, and windows, and take other security precautions as needed.
8. Notifies supervisor and/or building manager concerning the need for major repairs or modifications to lighting, heating, and/or ventilating equipment.
9. Delivers and moves materials and supplies.
10. Performs support duties as required by school administrators.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High school diploma or equivalent.
3. Two years of custodial or janitorial experience preferred; or equivalent combination of education and experience. Some positions may require a valid Washington State driver's license or evidence of mobility.
4. Experience which provided progressive knowledge in the effective operation and use of cleaning supplies, chemicals, and equipment, as well as the ability to perform light maintenance procedures.
5. Must be trained in first aid. CPR and defibrillator training may be required.
6. Ability to communicate and maintain good working relations with all district employees, vendors, contractors, and public entities.
7. Ability to communicate in person, by radio, electronically and over the phone. Ability to use computer equipment to complete reports, generate service orders, respond to e-mail, maintain inventories, and order supplies.

8. Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
9. Initiative and ability to work with minimal direction; sound judgment and decision-making capabilities are essential.
10. If required, must possess a valid Washington State driver's license and a safe driving record and be able and willing to operate district owned vehicles. May be required to possess or obtain a commercial driver's license.

Part V: Desired Qualifications

1. Experience with and knowledge of: intrusion alarms, automatic fire alarm/sprinkler systems, HVAC systems and controls (computer controlled type experience preferred).
2. Experience working in a trades area that would allow an increased level of preventive and general maintenance (e.g., carpentry, painting, plumbing).

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to bend, sit, talk, move about, hear and speak. Noise level may be high when operating power equipment. Employee may be required to work in restricted spaces to include crawling and/or climbing as working at heights. Required to stand, be on feet, and move around for a full work shift.

Ability to work using ladders, scaffolding, mechanical lifts and district vehicles. Ability to spend most of the work-day standing, lifting, and walking. Ability to lift up to 60 pounds and move heavier materials using appropriate equipment.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to use properly use such safety equipment as is appropriate to the work to prevent injury to self or others.

Ability to communicate in person, by radio, electronically and over the phone. Ability to use computer equipment to complete reports, generate service orders, maintain inventories, etc.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties.